



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: January 21, 2011

CITY MANAGER'S OFFICE:

COMMUNICATION:

- Broadcast the Jan. 18 Commission Meeting.
- Working to promote the Wags & Whiskers pet festival.
- Working on the February Edition of *The Pride*, (employee newsletter).
- Created new programming schedule for the week of January 23rd, for DeltonaTV.
- Working on the following production- Viet Nam Wall Memorial, MLK Street Dedication, Deltona Yearly Celebrations, reThink Commuting PSA.
- Added White House Chronicle #3001 to the programming archive.

Media Relations ~

- Responded to questions from Tom Sorrells of Local 6 regarding MLK event cancellations.
- Responded to questions from Jason Allen of Channel 9 regarding facility use agreements and background checks.
- Request from Mark Harper/News Journal for animal graphic used for Commission Meeting Agenda Item 9a-b.
- Responded to questions re: animal hording case on Cottondale from the following reporters:
Saul Saenz/Central Florida News 13, Claire Metz/WESH-TV, Jason Allen/WFTV-TV, Patricio Balona/News Journal.

Press Releases ~ Foreclosure prevention workshop.

ECONOMIC DEVELOPMENT:

Activities Undertaken by Business Development Administrator:

- Participated in City tour with Chris Bowley and Cheryl Atkins to become familiar with City-owned commercial properties, commercial properties for sale, developable land, etc.
- Initiated discussions with Jim Power of Southland Corporation (7-11 Stores) regarding sites in Deltona.
- Spoke to Jeff Robertson of CamAm Development, representing Bill Butner (owner), re: Hollywood Video location (Publix plaza, Saxon Blvd.) and restrictions against other fast food restaurants locating next to Wendy's in that plaza.
- Initiated correspondence exchange with Ron Fuller, CEO of Crispers Restaurants LLC out of Lakeland. Crispers is a division of Publix. The two sites of potential interest to Crispers are the Hollywood Video on Saxon (Publix plaza) and the Blockbuster Video on Doyle (at Publix plaza). Communicated with the property agents for both these properties and am awaiting follow-up and information.
- Communicated with Paul Scarpello of Class A Developers, builder at Wal-Mart area (SR 415) and potential developer at DuPont Lakes. Asking about incentives (waiver of city impact fees).
- Continued gathering news clippings and potential City incentive items for upcoming workshop. Contacted Finance Department to conduct a tax ratio relationship study of an undeveloped commercial

parcel of land vs. a developed commercial parcel of land. It becomes more obvious that other communities (locally and state wide) are offering incentives to entice businesses to their area.

- Met with Wayne Hardy at the SCC-Sanford Incubator to learn “best practices” of setting-up an incubator. Received materials and background on setting up an incubator, plus the loan of books from the National Business Incubator Association. The next step is City Commission approval to begin research and planning toward a formal proposal for an incubator. Plans and research will involve Steve Burley (DBC Economic Development) and Ned Harper (SBDC Director, DSC). Tour of Sanford location will be arranged for City Manager, Deputy City Manager, and any other interested parties. Wayne Hardy has volunteered to provide two series of classes for Deltona citizens interested in becoming entrepreneurs. These are (1) the “Boomer Entrepreneurship Program” and (2) the Kauffman “FASTTRAC New Venture” Program. Staff will continue discussions for possible future workshops.
- Visited sites to get specific information (realtor information): (1) 2855 Lake Helen-Osteen Road; (2) Blockbuster Video on Doyle for a restaurant.
- Pursuing possibility of offering office space to SCORE to assist small business owners and potential owners with business plans to secure financial backing for business creation and expansion.

BUILDING & ZONING SERVICES:

• Building Permits issued for the week	65
• Valuation of work permitted for the week	\$204,908.34
• Inspections completed for the week	101
• Total Permits issued for Fiscal Year 10/11	807
• Valuation of work permitted for the year 10/11	\$10,247,199.29
• Solar Rebates Processed this week:	2
• Total Solar Rebates processed since 2/1/10:	79

Permits Issued 01/07/11 – 01/14/11:

AC Change Out	12
Concrete Flat Work	1
Deck	2
Door Replacement	1
Driveway	1
Electrical	4
Fence	12
Interior Repair	2
Patio Cover	2
Photovoltaic Sys	1
Plumbing	1
Pool Enclosure	3
Reroof	8
Right of Way	2
Shed 1	1
Siding	1
Sign	2
Water Heater Replacement	2
Window Replacement	7
Total	65

CITY CLERK'S OFFICE:

Department Staff:

- 2nd Floor HR/CC Walk-In Customers: 119.
- 2nd Floor calls Answered: 46.
- Packages Picked Up: 3.
- Packages Received: 26.
- A/P Invoices Opened: 121.
- Newspapers: 16 (11 hours)
- Public Records Requests Received: 7.
- Public Record Request Amount Rec'd: \$2.98.
- Documents imaged, pages: 2,133.
- Large scale drawings imaged, pages: 394.

ENFORCEMENT SERVICES DEPARTMENT:

- Responded to 225 requests for services this week.
- Animals impounded at the humane societies: 35.
- Citation warnings issued: 12.
- Courtesy notices: 84.
- Abatement notices: 12.
- Citations issued: 4.
- Code Enforcement telephone calls: 63.
- Solid Waste calls: 66.
- Citizen walk in requests for Code Enforcement assistance: 18.
- Citizen walk in requests for Solid Waste assistance: 4.
- 8 certified mailings were sent out at a cost of \$44.33.
- Money collected for Animal tags, liens and return to owners: \$145.00.
- The 71 cats and 12 dogs that were taken out of the home on Cottondale have been surrendered to Halifax Humane Society. The majority of the animals appear to be adoptable.
- Foreclosures last week:

Deltona	28
Volusia County	<u>50</u>
Total	78

FINANCE DEPARTMENT:

- Posted bid for demolition of four homes. Bids due February 2, 2011.
- Posted bid for Primary Rate Interface.
- Completed Fixed Asset updates in Munis for Enforcement Services, City Manager, City Commission and General Government. Continuing to work on Fixed Assets.
- Conference call with auditor to discuss various year end issues.
- Met with Housing Department to finalize year end accounting of SHIP.
- Payroll to meet with Directors & HR to discuss possible comp time policy & other benefits.

FIRE DEPARTMENT:

- The Florida Fire Chiefs' Conference (Fire Rescue East) is being held this week in Daytona Beach. Chief Staples along with other Chiefs are coordinating the ALS competition. Chief Hughes is one of the judges.
- Deltona Honor Guard will be competing this Saturday at the Ocean Center.
- Through a cooperative agreement with Development Services, the Fire Department is using the house located at Firwood Dr. and N. Normandy Blvd. for non-destructive training. The training is scheduled for crews to rotate through all week long.
- The new 800mhz radio tower at Public Works is now online. We have seen overall improvement in radio coverage and operability.
- Working with Volusia County Emergency Mgmt. for the annual tornado drill. We will be conducting full scale exercises at two schools in Deltona along with eight other countywide schools to test their ability to respond to severe weather including tornado warnings. The two schools are Deltona Lakes Elementary and Sunrise Elementary.
- Assisted Seminole County Fire Services with their Lieutenant Promotional Examination and Assessment Center.
- Work continuing on analogue phone line decommission & VOIP switchover at fire stations.

HUMAN RESOURCES:

- Deltona JOBS Program Folders: 1st Floor lobby- (10) added, 2nd FL Lobby (10) added; (To date 1/12/11) total # of Deltona JOBS Program folders taken – (866).
- Applications Received: (22) Firefighter.
- Sent William S. Harvey scholarship packets to Parks & Recreation and Deltona Water for distribution.
- Worked with Deltona Water to have William S. Harvey scholarship information added to residential water bills in an effort to put the word out regarding scholarship opportunities.
- Working with AFLAC to correct several billing issues.
- HR Manager and HR Rep attended Volusia County HR meeting in Daytona Beach – discussion of: County –wide survey website, City Health clinics, Level 2 background checks.
- Met with several department directors regarding personnel issues and coordination of personnel actions.
- FMLA requests – 1.
- Separations processed including exit interview: (1) Toby White, Water Operator (resigned).
- Meeting with senior staff to work out the details for doing Level II Background Screening.

PARKS AND RECREATION DEPARTMENT:

Administration:

- Farmers Market: 4 vendors, 62 cars.
- Hosted and provided support for the Martin Luther King, street dedication at Howland Crossing.
- Provided logistical support for the gospel program at the Amphitheater.
- Met with B&L Investments to further discuss sealing and painting City Hall.
- Prepared workshop materials for Commission consideration.
- Worked on the upcoming Ability Fair.

Facility Use Permits include:

- Deltona Community Center – 2 permits issued. Weekly attendance – 831.
- Harris M. Saxon Community Center – 2 permits issued. Weekly attendance – 523.

- Wes Crile Park – 7 permits issued. Weekly attendance – 1,584.
- Skate Park – 17 new passes. Weekly attendance – 979.

Special Events/Programs:

- City Hall: Ability Fair on Saturday, March 12th from 9:00am-2:00pm
- Dewey Boster Sports Complex:
 - Deltona Youth Soccer winter tournament is scheduled for January 29th & 30th.
 - Little Linksters Golf session will start in February.
- Harris M. Saxon Community Center:
 - Zumba dance classes on Mondays from 7:00-8:00 p.m.
 - Boys and Girls Club After-School program
- Keysville Dog Park: Wags-n-Whiskers Pet Fest on Saturday, March 5th from 9:00am-12 noon.
- Wes Crile Park:
 - Adult Valentine Dance on Saturday, February 12th from 4:30-7:30pm.
 - Youth Flag Football will return in March.

City Leagues Currently Underway: Polar Bear league continues.

Partner Leagues Currently Underway:

- FBVA Winter season continues.
- Adult 6V6 soccer continues.
- West Volusia Youth Baseball, Deltona Little League and Deltona Youth Soccer spring registration drives continue.

Parks Maintenance:

Mowed, edged and weeded the following parks: Veterans Memorial Park

- Deltona Community Center – Made repairs to Craft Building.
- Dewey Boster – Made repairs to women's restroom.
- Dupont Lakes Park – Replaced broken fountain head.
- Dwight Hawkins Park – Cleaned graffiti from restroom.
- Harris Saxon Community Center – Made repairs to restrooms.
- Keysville Dog Park – Replaced broken outdoor light.
- Lake Gleason Park – Installed new trash can.
- Skate Park – Removed rusted trash can and installed new one.
- Thornby Park – Installed “sexual predator” signs at entrance and restroom; installed “park hour” and “keep park clean” signs; installed trash cans in restrooms; put combination lock on front gate; painted inside restrooms that were patched; installed 2 poles to tie-off swinging gates; poured concrete pads for garbage cans; installed hose bib in back room of restroom; removed 2 leaning trees by playground.
- Tom Hoffman Park – Made repairs to restroom.
- Veterans Memorial Park – Repaired broken sections of chain.

Parks Maintenance – Miscellaneous:

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks.

- Took furniture from Social Services to the Depot.
- Renovated office trailer.

City Hall, Fire Station, Sheriff's Department and Social Services Building Maintenance:

Weekly tasks include cleaning the Fire Station; inspecting Social Services building; vacuuming; emptying trash from DSC classrooms; emptying trash for different departments; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrub; walking the grounds and picking up trash; sweeping sidewalk; setting up Commission Chambers for various meetings and resetting afterwards, vacuuming the chambers, replenishing restroom supplies throughout the entire building; cleaning restrooms; unclogging various toilets in restrooms on both floors; replacing light bulbs throughout the building, courtyard and walkway; cleaning front of building; replacing restroom fresheners and batteries; vacuuming Commission Chambers and hanging pictures (as requested) and checking building temperature throughout City Hall.

- Responded to alarm at City Hall.
- Responded to alarm at Social Services Building.
- Repairs at the Sheriff's Office.
- Cleaned area around the outside chiller.
- Escorted Electrical Solutions around City Hall to replace several ballasts.
- Escorted Irvine Mechanical around City Hall.
- Repaired exercise equipment.
- Checked City Hall for carpet stains.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex.
 - Baseball and Pony League Fields.
 - Vann Park.
 - Dupont Lakes.
 - Wes Crile Park.
 - Repaired irrigation at Campbell Park and Pony League.
- Sports Complex:
 - Took bleachers to Howland Crossing for Martin Luther King event; returned them to Complex.
 - Set up Sports Complex for Martin Luther King Day (bleachers and electric).

PLANNING & DEVELOPMENT SERVICES DEPARTMENT:

Executive Summary ~

The Planning and Development Services Department is eagerly moving forward into the new year with several projects underway. Our efforts on the Thornby project are completed and we completed all steps necessary to facilitate development within the Deltona Village project. We await the master developer's commitment to move forward with construction of the movie theater to anchor future development on-site. We have been working closely with engineering consultants for both the City and County Public Works Departments to ensure that public infrastructure is increased/expanded to accommodate growth and provide efficient service to existing residents. Finally, we are excited to be working with the Business Development Administrator to place development within existing facilities, on finished vacant lots in Howland Crossings, and within the newly created Mixed Use land use category.

Planning~

The Planning Section has been focused on inconsistencies, errors and omissions, within the Land Development Code, as a precursor to the rewrite of the document. Two single-family residential subdivisions with outstanding issues have been satisfied to be able to move forward, and the Family Dollar at Doyle Road was approved by the Planning and Zoning Board at the January 19th meeting. Finally, the Department is preparing for the February 8th City Commission Workshop to address Mixed Use Future Land Use Designation Study Areas.

Housing & Community Development ~

The Housing & Community Development Section is reconciling the final SHIP budget in preparation for closing out the program. The City did not receive any additional funding beyond the current Program Year 09/10, as with all other Florida communities, the program will be officially closed on June 30th of this year. There is an abundance of applications for the remaining dollars and a large waiting list. Pending qualification of assigned applicants, the remaining money will be spent before the deadline. Finally, the City is preparing for a marketing campaign to get the word out on the Neighborhood Stabilization Programs homes that are completed and ready for sale. At the end of January, there will be 24 homes available for purchase, which represents 49% of the homes that the City is rehabilitating. This does not include the four homes that are allocated to Habitat for Humanity, which is under their control for project completion.

PUBLIC WORKS:

Traffic Operations ~ Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
 - Removed garage/yard sale signs throughout the City.
 - Completed 8 sign repair work tickets throughout the City.
 - Replaced from stock (1) warning I-intersection sign at 1417 Elcam Blvd.
 - Replaced from stock (1) warning double curve ahead sign at Courtland Blvd & Boyce Ct.
 - Replaced from stock (1) stop sign at Braddock & Hartwood and (1) stop sign at Dr Martin Luther King Blvd & the cul-de-sac.
 - Fabricated & installed (1) “35 mph” sign: N Watt Cir & India Blvd; N Normandy Blvd and N Firwood Dr.
 - Fabricated & installed (1) “35 mph ahead” warning sign at N Normandy Blvd & N. Firwood Dr.
 - Fabricated & installed (1) “30 mph” sign at Montecito & Timbercrest.
 - Fabricated & installed (1) “45 mph” sign at N Normandy Blvd & the retention pond.
 - Fabricated & Installed (2) school crossing signs; (1) ahead sign; (1) arrow sign at Jena Dr. and Enterprise Rd.
 - Fabricated (1) Dr Martin Luther King Blvd sign.
 - Fabricated (1) set of street name signs for Dr Martin Luther King Blvd & Howland Blvd and also (1) mini set.
 - Fabricated (5) “No Parking” and (5) “No Dumping” signs for Stormwater Dept.
 - Fabricated (1) 18”x 24” sign for the Holiday Parade of Homes Winner.
- **Asphalt:** Completed 17 asphalt repair work orders throughout the city – 4 ½ tons.

Field Operations ~ Weekly tasks include evaluating work orders called in by residents.

- **Beautification:** Medians – Howland Blvd.

- **Concrete:**
 - Sidewalks – 1541 Gold Ter – 5'x 4'; Jefferson Av & Duncan - 40'x 4'; 2162 Hainlin Ct –58'x 4'.
 - Grinding – 1689 S Page; 1157 Penfield.
- **Clam Truck:**
 - Debris – 31.
 - Trimming – 6.
- **Drop Offs & Sod:**
 - Installed 4 pieces of Bahia at 2873 Courtland Blvd.
 - Installed 12 pieces of Bahia at 1861 Belspring.
 - Installed 20 pieces of Bahia at 432 Jamaica.
 - Installed 1/6 pallet of Bahia at 1181 Outlook.
 - Installed ¼ pallet of Bahia at 533 Tradewinds; 1911 English Dr; 2311 E Union Cir; Courtland Blvd and Doyle Rd.
 - Installed 1/3 pallet of Bahia at Champlain & Doyle; Glade & Idaho.
 - Installed ½ pallet of Bahia at 2138 S Old Mill Dr.
 - Installed 2/3 pallet of Bahia at Wolf Pack Run & Catalina.
 - Installed 3 pallets of Bahia at Fernwood.
- **Slope Mowing:** 3089 Riverhead – 544'; 2680 Hoover; 2716 Hoover – 300'; 1745 Van Allen – 123'; 1870 Rio Ct – 75'; 1882 Van Allen – 60'; 1744 Mitten – 80'; 1733 Mitten – 54'; Van Allen & Mitten – 127'; 1723 Mitten – 86'; 3348 Tallwood – 72'; Van Allen & Courtland – 767'; 3401 Wavecrest – 183'; 3401 Wavecrest – 352'; 3426 Wavecrest – 419'; 1898 Villa – 564'; 1809 Villa – 150'; 1808 Villa – 160'; 1786 Villa – 115'; 1777 Villa – 160'; Alley 976 – 1000'; Alley 977 – 2000'.
- **Misc:** Measure all roadways in Saxon Ridge development and count stop signs, crosswalks, and pavers that are needed.

Fleet Maintenance Division ~

- **Vehicles:** PM – 4; Repairs – 11.
- **Equipment:** PM – 1; Repairs – 9.
- **Road Calls:** 2.
- **Parts Run/Vehicles Delivery:** 2.

Stormwater Division ~ Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
 - 635 Malaga – put in 160' of 12" sock pipe and 4 basins.
 - Drysdale/Elkcam Blvd – prepped area for road crossing.
 - 839 Swallow – dug swale from rear of property to front and placed sod.
 - 1619 Pendleton – repaired box.
 - 1393 Azora – built box and extended pipe; extended pipe on other side of driveway and poured mitered end.
- **Drainage Rehabilitation Crew:** 700' of drainage rehabilitated.
- **System Cleaning (Vac Truck):**
 - 160' of Stormwater system cleaned.
 - 5 yards of debris removed.
 - Watered new sod city wide.

- Cleaned box on Abbey Ter/Farrington and jetted system.
- **Right of Way Mowing Crew:**
 - Gallagher Pond – repaired washouts.
 - Gloria Pond – replaced road crossing and put in 80’ of 18” pipe to the pond.
- **Right of Way Litter Crew:** 400 Gallons of litter removed.

UTILITIES: Customer Service.

January 2011	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	Total
DW – Lockbox	503	756	300	270	317	X	X	2146
Ebox	242	259	105	151	312	X	X	1069
Call Center Calls	472	347	283	224	367	X	X	1693
Walk-ins/Drop Box	361	166	160	140	233	X	X	1060
On-line Payments	140	103	100	117	208	119	133	920

Customers Disconnected for Non-Pay

January 2011	11 Tues	12 Wed	Total
Cycle	2	3	
Total on Disconnect List	41	45	86
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

January 2011	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	Total
Water Service								
Meter Sets				1				1
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement	4							4
Fire Hydrant Repair								
Replace Meter Box	1	2	3	3	1			10
Locates Received	7	5	35	6	19			72
Locates Completed	8	7	18	31	15			79
Main Leaks		1						1
Service Leaks			1	4		1		6
Sewer Repairs								
Sewer Blockage		1			1			2
KV2 Valves			2		2			4
Service Replacements			2		1			3
Meter Change Outs	5	3	5	2	11			26
Service Orders	95	52	77	87	87			398
Disconnects		41	45					86
Drainfield Leaks		1						1
Meter Retirements	13							13